

25 Aug 10

The Commander, Joint Base Pearl Harbor-Hickam
takes pleasure in commending

(Rate/Rank) (Warfare)

FULL NAME

UNITED STATES NAVY

(SENIOR/JUNIOR/BLE JACKET) SAILOR OF THE QUARTER (CY QUARTER YR)

for service as set forth in the following

CITATION:

"For professional achievement in the superior performance of duties while assigned to Joint Base Pearl Harbor-Hickam, Hawaii from (Month/Year) to (Month/Year), leading to his/her selection as Naval Station Pearl Harbor's Senior/Junior/Blue Jacket Sailor of the Quarter, (First/Second/Third/Fourth Quarter), (CY). He/She (Insert job description/performance). Petty Officer (Last Name) professionalism, personal initiative and loyal devotion to duty reflected great credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

R. W. KITCHENS
Captain, United States Navy

JBPHHINST 1650.4Q

25 Aug 10

Junior/Blue Jacket Sailor of the Year Nomination Format

From: (Nominating Department Head or Commander)
To: Commander, Joint Base Pearl Harbor-Hickam or Commander, Navy
Region Hawaii

Subj: NAVY REGION HAWAII JUNIOR/BLE JACKET SAILOR OF
THE QUARTER/YEAR NOMINATION (as appropriate)

Ref: (a) JBPHHINST 1650.4Q OR COMNAVREGHINST 1650.4B

Encl: (1) Most Recent Observed Performance Evaluation
(2) Personal Award Recommendation (OPNAV Form 1650/3) and
Navy Achievement Medal Citation

1. Enclosures (1) and (2) and the following information are submitted
in accordance with reference (a):

NAME:	RATE:	
DEPT/DIV:	JOB TITLE:	
DATE REPORTED:	EAOS:	PRD:
SELECTED FOR ADVANCEMENT:		
EDUCATION: (LAST 12 MONTHS)		
AWARDS AND CITATIONS: (LAST 12 MONTHS)		
LEADERSHIP/RESPONSIBILITY COMMENTS: (LAST 12 MONTHS)		
PERFORMANCE/ACHIEVEMENTS COMMENTS: (LAST 12 MONTHS)		
SAILORIZATION/COLLATERAL DUTIES COMMENTS: (LAST 12 MONTHS)		
COMMUNITY SERVICE COMMENTS: (LAST 12 MONTHS)		
QUALIFICATIONS: (LAST 12 MONTHS)		

2. DEPARTMENT HEAD OR COMMANDER'S ENDORSEMENT: Short synopsis of
candidate's achievements and performance for the nominated period.

Enclosure (3)

(W)

(H)

e. Telephone: (W) (H)

f. Facsimile: (W) (H)

g. Email:

3. The following additional service member information is provided:

a. Date of Birth: (YYMMDD)

b. Active Duty Service Date:

c. Advancement History:

(1) E-4: (provide date)

(2) E-5: (provide date)

(3) E-6: (provide date)

d. Family members: (List names, ages, and DOB):

e. If selected as Sailor of the Quarter/Year, give date(s) and command(s).

f. Brief synopsis of significant professional achievements to include Leadership, Performance, and Command Impact justifying selection. (Limit to three paragraphs and no sub-paragraphs).

g. Personal Awards: (Not unit awards)

h. Off duty community involvement:

i. Educational Background:

(1) Years of formal civilian schooling completed; include degree if attained.

(2) Navy schools completed.

(3) Self study achievements. (Do not include courses required for advancement)

4. Commanding Officer's remarks: (Limit to two paragraphs)

25 Aug 10

From: (Nominating Department Head or Commander)
To: Commander, Joint Base Pearl Harbor-Hickam or Commander,
Navy Region Hawaii

Subj: SENIOR SAILOR OF THE YEAR NOMINATION

Ref: (a) JBPHHINST 1650.4Q or (COMNAVREGHINST 1650.4B)

Encl:

- (1) Copies of last 5 years performance evaluations (most recent first)
- (2) Personal Awards received during the nominative period (1 October to 30 September)
- (3) SOY nominee biography (one page narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, and medals)
- (4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned citation)
- (5) Two 5x7 color glossy photographs, plain background, service dress blue uniform, uncovered, (one full-length front and one full-length side view, both with name, rate, command, date data boards)
- (6) Past 5 years, of Physical Readiness Information Management System (PRIMS) on PRIMS data sheet
- (7) Command cover sheet
- (8) OPNAV 1650/17 SOY Grading Sheet (completed by command master chief)
- (9) Electronic copy of complete package on CD-ROM (MS Word version 95 or higher for text and JPG Format for glossy photos)

1. Per reference (a), _____ is nominated for Senior Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of nominating command and service member.

a. Name: (Last, First, MI)

b. Rate/Rank SSN:

c. Present Duty Station:

d. Address:

Enclosure (2)

JBPHHINST 1650.4Q
25 Aug 10

NAVSTA (Region) Senior/Junior/Blue Jacket Sailor of the Quarter
Nomination Format

From: Department LCPO or (Nominating Commander)
To: Command Master Chief, JBPHH or Commander, Navy Region Hawaii
Via: Department Head or (Omit line if submitting to Region)

Subj: Joint Base Pearl Harbor-Hickam or NAVY REGION HAWAII
SENIOR/JUNIOR/BUE JACKET SAILOR OF THE QUARTER (as appropriate)

Ref: (a) JBPHHINST 1650.4Q or (COMNAVREGHIINST 1650.4B)

Encl: (1) Most recent observed performance evaluation
(2) CO's Letter of Commendation or (Flag Letter of Commendation)

1. Enclosures (1) and (2) and the following information are submitted in accordance with reference (a):

NAME: RATE:

DEPT/DIV: JOB TITLE:

DATE REPORTED: EAOS: PRD:

SELECTED FOR ADVANCEMENT:

OFF DUTY EDUCATION: (WITHIN QUARTER)

AWARDS AND CITATIONS: (WITHIN QUARTER)

LEADERSHIP/RESPONSIBILITY COMMENTS: (WITHIN QUARTER)

PERFORMANCE/ACHIEVEMENTS COMMENTS: (WITHIN QUARTER)

SAILORIZATION/COLLATERAL DUTIES COMMENTS: (WITHIN QUARTER)

COMMUNITY SERVICE COMMENTS: (WITHIN QUARTER)

QUALIFICATIONS: (WITHIN QUARTER)

2. DEPARTMENT HEAD'S ENDORSEMENT (INCLUDE COMMAND'S COMMENTS FOR REGION NOMINEES): Short synopsis of candidate's achievements and performance for the nominated period.

Enclosure (1)

25 Aug 10

b. Administrative Officer

- (1) Coordinate requirements for command award ceremony.
- (2) Ensure copy of award is placed in member's service record.
- (3) Provide Plan of the week note recognition.

c. Command Master Chief

- (1) Central point of contact for all selection boards.
- (2) Arrange SSOQ/SSOY interview boards and notify all board members. The Command Master Chief reserves the right not to conduct oral interview.
- (3) Coordinate Quarter/Year inputs with Region CMDCM for Navy Region boards.
- (4) Plaque/Wall of Recognition arrangements.

d. Leading Chief Petty Officer

- (1) Submit recommendation in accordance with appropriate enclosure (1) to the CMC via Dept Head.
- (2) Notify candidate of nomination and date/time the subject board will convene.
- (3) Draft the appropriate award.



R. W. KITCHENS

Distribution:

<https://jbphhportal.nmci.navy.mil/BI/Installations/BI%20NAVSTA/Pages/default.aspx>

25 Aug 10

Junior/Blue Jacket selection boards. The chairperson is a non-voting member; however, in the event of a tie the chairperson will make a selection recommendation to the Command Master Chief.

10. Awards. Sailors selected, as Naval Station Pearl's Sailor of the Quarter/Year will receive the following:

a. Senior/Junior/Blue Jacket Sailor of the Quarter

- (1) Navy Region Hawaii Sailor of the Quarter nomination.
- (2) Formal recognition at a command award ceremony.
- (3) Joint Base Commander's Letter of Commendation.*
- (4) Command plaque appropriately inscribed.
- (5) Four days of special liberty.**

b. Senior/Junior/Blue Jacket Sailor of the Year

- (1) Navy Region Hawaii Sailor of the Year Nomination.
- (2) Formal recognition at a command award ceremony.
- (3) Navy Achievement Medal.*
- (4) Four days of special liberty. **

NOTES: * If selected as Navy Region Hawaii Quarter/Year, member will receive the higher of the two awards. ** Per reference (a), special liberty shall not be combined with normal liberty or holidays when the combined periods exceed four days.

11. Action. To identify and reward our superior performers, the following is required:

a. Department Head

- (1) Submit timely nomination.
- (2) Authorize the special four-day liberty.
- (3) Ensure appropriate comments are reflected in the next periodic evaluation.

25 Aug 10

b. The JSOQ/JSOY will be selected via a package review and selection board. The President of the JBPHH First Class Petty Officers Association (FCPOA) will chair the selection boards and is responsible for the board composition. Once the selection board has reached its final recommendation, the FCPOA will forward their nomination to the JBC via the CSO and CMC.

c. The BJOQ/BJOY will also be selected via a package review and selection board. The President of the JBPHH Junior Sailor Association (JSA) will chair the selection boards and is responsible for the board composition. Board members will only be Second Class Petty Officers. Once the selection board has reached its final recommendation, the JSA will forward their nomination to the JBC via the CSO and CMC.

9. Procedures. Department Heads shall submit one nomination per category from their department to the Command Master Chief using enclosure (1) for Sailor of the Quarter/Year per the following:

a. Nominations

(1) SSOQ/JSOQ/BJOQ packages are due by COB on the second Friday of the ending Quarter.

(2) SSOY package is due by COB on the last Friday of October.

(3) JSOY/BJOY packages are due by COB on the last Friday of November.

b. Selection Boards

(1) All selection boards will have one voting member from each department.

(2) The Command Master Chief will chair Senior Sailor selection boards. The Chairperson is a non-voting member; however, in the event of a tie the chairperson will make a selection recommendation to the JBC.

(3) The President of the First Class/Junior Sailor Association or Designated First/Second Class will chair the

25 Aug 10

4. Categories

- a. Senior Sailor of the Quarter/Year (SSOQ/SSOY): E-6.
- b. Junior Sailor of the Quarter/Year (JSOQ/JSOY): E-5 and E-4.
- c. Blue Jacket of the Quarter/Year (BJOQ/BJOY): E-3 and below.

5. Eligibility Consideration for Frocked Sailors. A Sailor that has recently advanced may still be nominated for SOQ under the appropriate category for the nomination period considered. Examples are; An E3 Advanced TO E4 in June may be nominated as BJOQ under the April-June nomination period; an E5 advanced to E6 in December may be nominated as JSOY for the competitive year.

6. Eligibility Requirements for Sailor of the Quarter. All nominees must meet the following minimum requirements:

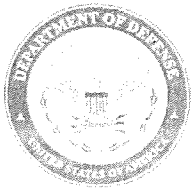
- a. Attached to the command for a minimum of 90 days or more.
- b. Meet the Navy's Physical Fitness standards.
- c. No disciplinary record for the last 3 years.

7. Eligibility Requirements for Sailor of the Year

- a. Attached to the command for at least 180 days during the competitive year.
- b. No evaluation mark below 3.0 on most recent evaluation.
- c. Meet the Navy's physical Fitness standards.
- d. No disciplinary record for the last 3 years.

8. Selection Process

- a. The SSOQ/SSOY will be selected via a package review and a selection board. The Command Master Chief will chair the selection boards and be responsible for making the final determination.



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 1650.4Q

N00

25 Aug 10

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1650.4Q

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: SAILOR OF THE QUARTER/YEAR PROGRAMS

Ref: (a) OPNAVINST 1700.10L
(b) CNICINST 1700.1

Encl: (1) NAVSTA/Region Senior/Junior/Blue Jacket of the
Quarter Nomination Format
(2) Senior Sailor of the Year (SSOY) Nomination Format
(3) Junior/Blue Jacket Sailor of the Quarter/Year
(JSOQ/JSOY)/(BJOQ/BJOY) Nomination Format
(4) Sample Letter of Commendation (Joint Base Commander
(JBC))
(5) Sample of Navy Achievement Medal Certificate
(JBC)
(6) Sample of Navy Achievement Medal Certificate (Region)
(7) Sample of Flag Letter of Commendation (Region)
(8) Sailor of the Quarter/Year Score Sheet

1. Purpose. To establish procedures for selecting and recognizing Sailors who have contributed the most to the mission of Joint Base Pearl Harbor-Hickam (JBPHH). These awards recognize JBPHH enlisted personnel who have demonstrated qualities of leadership, superior professional performance, and exemplary military bearing and appearance. These awards are further intended to serve as an incentive for all personnel to strive to develop the traits necessary to be an outstanding Sailor.

2. Cancellation. NAVSTAPEARL/INST 1650.4P.

3. Discussion. The smooth operation of JBPHH requires the productive effort and cooperation of all assigned personnel. Many individuals consistently contribute more than what is expected or required of them. This additional effort significantly enhances JBPHH's effectiveness and is worthy of recognition. Superior performance is noted in evaluations, commendatory letters, awards, meritorious mast and nominations for Sailor of the Quarter and Year.

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF # AWARD)

TO

(RATE/RANK) (WARFARE)
FULL NAME
UNITED STATES NAVY
FOR

PROFESSIONAL ACHIEVEMENT UPON SELECTION AS JOINT BASE PEARL HARBOR-HICKAM, HAWAII (SENIOR/JUNIOR/BLUE JACKET SAILOR OF THE YEAR FOR (CY). PETTY OFFICER (LAST NAME) PERFORMED HIS/HER DEMANDING DUTIES AS (THEIR JOB DESCRIPTION), NAVAL STATION PEARL HARBOR IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS/HER PERFORMANCE CONSISTENTLY DISPLAYED QUALITIES OF MATURE JUDGMENT, LOYALTY, INTEGRITY AND METICULOUS ATTENTION TO DETAIL. IN THE EXECUTION OF HIS/HER DUTIES, ADDITIONALLY, HIS/HER PRIDE AND PROFESSIONALISM SET THE PACE FOR THOSE AROUND HIM/HER AND HAVE EARNED HIM/HER THE RESPECT AND ADMIRATION OF THE PERSONNEL WITH WHOM HE/SHE SERVED. PETTY OFFICER (LAST NAME) PROFESSIONAL ABILITY, PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

For the
R. W. KITCHENS
CAPTAIN, U.S. NAVY
COMMANDER

JBP#HINST 1650.42
25 Aug 10

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF # AW/ARD)

TO

(RATE/RANK) (WARFARE)
FULL NAME
UNITED STATES NAVY
FOR

PROFESSIONAL ACHIEVEMENT UPON SELECTION AS NAVY REGION HAWAII SENIOR/JUNIOR/BLUEJACKET OF THE YEAR FOR CALENDAR YEAR (CY). PETTY OFFICER (LAST NAME) PERFORMED HIS/HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS/HER PERFORMANCE CONSISTENTLY DISPLAYED THE QUALITIES OF MATURE JUDGEMENT, LOYALTY, INTEGRITY, AND METICULOUS ATTENTION TO DETAIL AS NAVAL STATION PEARL HARBOR (JOB TITLE). HE/SHE WAS (JOB DESCRIPTION). PETTY OFFICER (LAST NAME) MANAGERIAL ABILITY, PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

For the
D. R. SMITH
REAR ADMIRAL, U.S. NAVY
COMMANDER, NAVY REGION HAWAII

Enclosure (6)

JBPHHINST 1650.4Q

25 Aug 10

The Commander, Navy Region Hawaii
takes pleasure in commending

(Rate/Rank) (Warfare)

(FULL NAME)

UNITED STATES NAVY

for service as set forth in the following

CITATION:

"For professional achievement in the superior performance of duties while assigned to Joint Base Pearl Harbor-Hickam, Hawaii from (Month/Year) to (Month/Year), leading to your selection as Navy Region Hawaii's Senior/Junior/Blue Jacket Sailor of the Quarter, for the (First/Second/Third/Fourth Quarter) (CY). Your selection was based on consistent outstanding qualities of mature judgment, loyalty, integrity and meticulous attention to detail in the execution of your duties. Petty Officer (Last name) performed his/her duties in an exemplary and highly professional manner. Your pride and professionalism set the pace for those around you, and have earned you the respect and admiration of the personnel with whom you serve. His/her positive attitude, superb military bearing and cheerful demeanor he/she continually displays, command respect and accolades of juniors and seniors alike. Your devotion to duty and exemplary performance reflect credit upon yourself and were in keeping with the highest traditions of the United States Naval Service."

DIXON R. SMITH

Rear Admiral, United States Navy

Enclosure (7)

33PHHINST 1650.4Q
25 Aug 10

SOQ/SOY SCORE SHEET

[illegible]

ENCLOSURE (2)